

# State of Hawaii

## **Job Description**

## **Para-Medical Assistant - Mental Health**

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>HE-2</b>	<b>6.723</b>
<b>Full Performance Work</b>	<b>HE-4</b>	<b>6.724</b>

### **Function and Location**

This position performs a variety of nursing support tasks for mentally ill patients/inmates in a health or correctional facility. The position may work on rotating shifts.

### **Key Duties and Responsibilities**

1. Observe the physical and mental symptoms and conditions of patients and record observations on appropriate forms utilizing a clearly defined format. Notify the Registered Professional Nurse of significant changes.
2. Maintain an awareness of potentially aggressive and escalating verbal and physical behavior.
3. Assist in crisis intervention and the management of aggressive behavior by utilizing verbal and non-verbal de-escalation techniques, and physical control and restraint techniques, when necessary.
4. Take temperature, pulse, respiration, blood pressure, height, and weight and accurately record findings on appropriate forms in the patient's chart.
5. Assist patients with activities of daily living (e.g., bathing, toileting, feeding, grooming, oral hygiene, etc.).
6. Participate in treatment team meetings and provide feedback on patient behavior, conduct, disposition, and progress relating to adjustment and implementation of the treatment plan.
7. Participate in recreational and other diversional activities (e.g., playing card games, ping pong, chess, etc.).

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#### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Assist patients in the admission, transfer and discharge process; assume responsibility for patients' clothing and personal property and secure items in accordance with established procedures; drive and escort patients to various sites on and off the hospital grounds; transport patients on wheelchairs; change linen and make beds; clean and care for hospital utensils, instruments and equipment; report unsafe environmental conditions; attend and participate in in-service education programs to keep abreast of current practices, policies and procedures; and perform other related duties as assigned.

#### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Knowledge of the policies, procedures and work rules of the work site; characteristics of mentally ill patients; behavioral intervention and de-escalation techniques; and demonstrated proficiency in the application of all of the knowledge and abilities required in providing the full range of services to the patients of the work site, independently.

#### **Controls Exercised over the Work**

A Registered Professional Nurse or charge nurse provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees perform independently in conformance with established policies and procedures and specific instructions are provided in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

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### **Entry Level Qualifications Required**

**Knowledge of:** Personal hygiene and bodily care.

**Ability to:** Read, write, speak and understand simple sentences in English; follow oral and written instructions precisely; get along well with others; acquire and demonstrate an attitude of respect toward patients with a variety of disabilities; retain emotional stability despite emotional and physical pressures; develop an appreciation of nursing and medical ethics.

**Personal Characteristics:** Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<p><b>Sensory:</b> Read typewritten and/or handwritten notes in patient charts; observe changes in patient skin color; observe patients participating in recreational activities; hear through a stethoscope to measure a patient's blood pressure.</p>
<p><b>Coordination and Dexterity:</b> Assist patients with personal care activities (e.g., bathing, dressing, toileting, etc.).</p>
<p><b>Strength and Stamina:</b> Lift, assist, and transfer patients; transport patients; and subdue uncontrolled patients.</p>
<p><b>Mobility:</b> Chase a runaway patient; move freely throughout the work setting; and respond to emergency situations quickly.</p>

(These requirements are supplemented by the Physical Requirements Specifications, Part III, for Para-Medical Assistant classes, Appendix 8.)

### **Prerequisite Qualifications Required for the Full Performance Level**

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In addition to the Entry Level Qualifications Required:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience which involved the performance of direct personal care activities and a variety of nursing support tasks in the care and/or treatment of patients/inmates. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; universal precautions; infection control; patient rights; basic medical and nursing terminology; and the ability to assist in and participate in the activities of the treatment team; and independently provide direct personal care services to mentally ill patients/inmates.

**Substitutions Allowed:** Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the full performance level.

**Desirable Qualifications:** Certified Nurse Assistant (CNA); CPR certified.

REVISED JOB DESCRIPTION ESTABLISHED: October 1, 2000